

## NEW HIRE CHECKLIST WEEK #3 – WHAT’S MY ASSIGNMENT?

DEPARTMENT STANDARD OPERATING PROCEDURES	STAFF NAME
<input type="checkbox"/> Overview of deliverables and media used	
<input type="checkbox"/> Documentation plans or specifications	
<input type="checkbox"/> Project Checklists	
<input type="checkbox"/> Directory structure of files (online and paper)	
<input type="checkbox"/> Naming conventions	
<input type="checkbox"/> Review process (peer reviews)	
<input type="checkbox"/> Quality procedures	
<input type="checkbox"/> Translation considerations	
<b>ASSIGNMENT</b>	
<input type="checkbox"/> Description of assigned work	
<input type="checkbox"/> Introduction to Subject Matter Experts	
<input type="checkbox"/> Location of files	
<input type="checkbox"/> Contact list (online phone directory)	
<b>WRITING AND GRAPHIC GUIDELINES</b>	
<input type="checkbox"/> Where to find templates and which styles to follow	
<input type="checkbox"/> Directory Structure/Naming Conventions	
<b>MEET WITH MANAGER</b>	